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File *Travel 4*

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13 January 1976 JAN 1976

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Special Support Assistant, DDA

SUBJECT : Office Heads' Foreign TDY Travel and
Office Heads' Conference

1. An important development on foreign TDY travel has occurred since we recently solicited travel plans from Office Heads.
2. We are in receipt of OMB Bulletin No. 76-9, dated 4 December 1975, to the Heads of Executive Departments and Establishments on the subject of "Control of official travel." The purpose of the Bulletin is "to reduce and minimize travel costs paid by the U.S. Government." A separate memorandum is being issued to appropriate Agency components on this Bulletin.
3. The first purpose of this memorandum is to establish Directorate responsiveness to it as it pertains to the foreign travel of Office Heads. We have reviewed carefully the submitted travel plans and, based on criteria which separates essential as opposed to desirable travel and, further, to give as broad coverage as is necessary on a world-wide basis, have determined that the following travel for Calendar Year 1976 will be approved:
 - a. All planned medical conferences are approved.
 - b. Travel by the two senior officers of the Office of Security to three geographical areas is approved.

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c. Travel by the two senior officers of the Office of Communications to two different areas is approved.

d. Travel by the two senior officers of the Office of Finance to two different areas is approved.

e. Travel to Europe and the Near East by the Director of Logistics is approved.

f. Travel by the Special Support Assistant, DDA and the Director of Personnel to the Far East area is approved.

Because other desirable travel has been curtailed, we propose to task each traveler with certain matters to pursue beyond the normal purview of his responsibilities. In order to insure the most broad coverage of the Far East, I am asking Mr. [REDACTED] to consult with Mr. Gambino to insure that there is only the minimum of visitation to the same Stations by Mr. Gambino and Messrs. [REDACTED] and Janney. We have also decided to cancel the planned Support Conference in the Far East which would have involved the travel of 20 people. At the moment neither Mr. McMahon nor myself are planning any foreign travel during the year, although this decision is subject to continuing review.

4. We have also decided to hold an Office Heads' Conference at [REDACTED] preferably in late March or early April 1976. It is highly desirable that Office Directors attend these conferences and because of that I am asking the following for all approved travel as listed above that is planned for this spring. Each approved traveler is asked to report to [REDACTED] by Monday, 19 January, the time block within which he will be traveling in the spring. Based on an analysis of this information, we will endeavor to establish a weekend when all Office Heads will be in Washington.

5. Preliminary planning for an agenda will be undertaken by the senior staff of my Office. I ask that each Office Head submit in writing to [REDACTED] by Monday, 26 January, items they would like to see included on the agenda.

6. I regret the necessity for not being able to approve all requested travel as submitted. You will see, however, by virtue of the other memorandum being submitted separately on the aforementioned OMB Bulletin that the Agency will be held responsible for the implementation of the policy guidance given by OMB.

/s/ John F. Blake

John F. Blake

Deputy Director

Administration

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